

LANCASTER COUNTY  
ACCOUNT CLERK III  
EXCLUDED ACCOUNT CLERK III

2833  
0833

NATURE OF WORK

This is complex accounting work involving the independent application of advanced accounting principles to the maintenance of accounting and fiscal records including the supervision of subordinates involved in accounting procedures.

Work involves responsibility for the review and supervision of the day-to-day accounting operations for a department. Work also involves developing procedures to monitor data for various reports, identifying methods to improve overall accounting operations, and recommending major changes to administrative superior. Work decisions are made in accordance with established precedents and departmental policies. General supervision is received from an administrative superior. Supervision is exercised over an accounting or a clerical staff.

EXAMPLES OF WORK PERFORMED

Supervise accounting or clerical staff; train personnel in procedures used; assign, organize, monitor and evaluate work of subordinate staff.

Develop, revise and monitor departmental budget; monitor accounts for expenditures; prepare monthly, quarterly, semi-annual and annual financial reports; interpret information on reports.

Prepare financial information for processing in an automatic data processing system; supervise input of data; verify information in the form of printouts and reports; determine causes of and resolve routine errors disclosed by system; and recommend changes and adjustments to system.

Review departmental accounting procedures and recommend modifications as appropriate.

Answer questions regarding departmental accounting policies and procedures; assist other departments and/or outside agencies in obtaining needed financial data.

Organize and supervise a system of account collection; coordinate credit procedures with outside agencies; conduct initial financial assessments and arrange payment plans for delinquent accounts; process third party billings; coordinate movement of securities, as directed.

Maintain an inventory of supplies; order supplies and verify receipt; prepare invoices and payment vouchers.

Maintain various types of financial records requiring accuracy in selecting, posting and consolidating pertinent data; develop and verify accounting data for periodic reports and statements.

Responsible for security, balancing and depositing of cash and negotiable receipts.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of accounting principles and practices including their application to public budgets and accounting.

Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.

Knowledge of automated financial systems and their applications to public accounting.

Ability to train, coordinate, supervise and evaluate the work of subordinate accounting and clerical employees.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied mathematical computations and tabulations with speed and accuracy.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, governmental officials, financial institutions and the public.

Skill in the operation of a calculator, computer terminal and other office equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in accounting, finance, business or public administration, or related field with considerable experience in maintaining fiscal records and supervising para-professional personnel.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by coursework in accounting or finance with experience in maintaining fiscal records and some experience supervising clerical or accounting personnel or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Personnel Administrator

Revised: 4/97

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